

Salem County Office of Archives

and Records Management

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County and Municipal Records Reorganization and Purging Projects 2008-09

Two year shared services project coordinated by the Salem County Office of Archives and Records Management to improve physical records management of local municipalities and selected county departments based on prior needs assessments and strategic plans

- Funding from New Jersey Division of Archives and Records Management (NJDARM) Public Archives and Records Infrastructure (PARIS) grant program totaling \$223,500.00
- Benefits of records reorganization and expired records purging included reclaiming space, efficient records access, records retention compliance and easing court-ordered records discovery.
- Total municipal repeatable cost avoidance (based on file cabinet savings and storage costs) estimated at \$223,158 annually
- Project services included:
 - inventory and identify all records
 - o sorting records into proper record series (grouping like records together)
 - o re-boxing and labeling all records into proper cubic foot containers
 - o preparing permanent records for proper archival storage
 - o identification of all records past their retention period
 - o preparation of state records destruction approval forms.
- The 14 municipalities had 243 cubic yards (6,564 cubic feet) of records slated for destruction also representing 196,917 pounds or 98.5 tons.
- Selected county departments had 29 cubic yards (774 cubic feet) of records slated for destruction also representing 23,224 pounds or 11.6 tons.
- Totals 272 cubic yards (7,338 cubic feet), 220,014 pounds, or 110 tons. Per the EPA this:
 - o saves enough energy to power 55 average American homes for 1 year.
 - o saves 770,000 gallons of water.
 - saves 363 cubic yards of landfill space.
 - o reduces greenhouse gas emissions by 110 metric tons of carbon equivalent (MTCE).
- Total PARIS supported Municipal costs for studies and implementation. Total \$495.5K
 - Inventory, needs assessment, strategic 5 year plan \$148K
 - Connectivity/disaster recovery munis \$125K
 - Physical records reorganization Salem City \$45k +\$4K records shred.
 - Physical records reorganization munis \$157.5K + ~\$16K records shred.
- The PARIS Grants Program is funded by fees collected by county clerks and registers for the
 recording of certain documents, including deeds and mortgages. A portion of these funds (40 percent)
 are reserved annually for the local government records management grant program to be awarded
 annually to county and municipal governments.
- The Salem County Office of Archives and Records Management collaboratively assists county departments and municipalities in streamlining records management via innovative technology.
- For more information on Salem County records related shared services see www.njarchives.org/links/sharedservices/salem.html